



## **Standard Request for Proposals**

**FOR**

## **Construction Management/General Contractor (CM/GC) Services**

**FOR**

## **Loafer Mountain Parkway Project**

SEPTEMBER 2022

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## I. Project Overview and Description of Project Objectives

Utah County (County) is seeking to enter into an agreement with a qualified and motivated Construction Manager/General Contractor (CM/GC) firm to provide Construction Manager/General Contractor services to assist the County and the County's contracted Engineers (Project Engineering Consultants - PEC) to finalize design and construct the Loafer Mountain Parkway project.

The project will construct a new roadway providing improved connection for the cities of Salem and Elk Ridge to SR-164, improving the access to I-15. The main elements of the project consist of the following construction activities:

1. Construct a new 3-lane road (Loafer Mountain Parkway) between SR-164 and SR-198 (approximately 2.75 miles).
2. Extend 400 North to intersect with Loafer Mountain Parkway (approximately .30 miles).
3. Improve, with minor widening, SR-164 from the new intersection with Loafer Mountain Parkway to the I-15 interchange (approximately .58 miles).
4. Install a signal at the intersection of SR-164 and Loafer Mountain Parkway.
5. Improve the intersection at SR-198 including the installation of a signal.
6. Reconstruct and widen Elk Ridge Drive from SR-198 to 11200 South (approximately 1.5 miles) including a realignment of Salem Canal Road (approximately .25 miles).
7. Install drainage features including trunk lines, roadside ditches, retention/detention ponds, and irrigation ditches and roadway crossings at multiple locations.
8. Install one 4-sided box culvert (16' x 6' x 120') carrying Loafer Mountain Parkway across Beer Creek, one 3-sided box culvert (12' x 5' x 104') within the wetland mitigation site, and a pedestrian box culvert (12' x 10' x 165') under the intersection of Salem Canal Road.
9. Construction of a wetland mitigation site (approximately 20 acres).
10. Install all fences, gates, driveways, utility connections, and other features as defined in the plans.

Geotechnical investigation and analysis identified areas where settlement will occur requiring preloading and settlement monitoring. Settlement of area where fill is greater than 5-feet are estimated to require 4-5 months to reach 95% compaction. In addition, areas where fat clays and other unsuitable materials exist will require over-excavation and subgrade stabilization. (See Appendix F for the Geotechnical Report)

Construction is to be completed by **December 1, 2023**.

## II. Potential Project Risk Factors

### Existing Utilities

- There are known existing utility conflicts which require relocation. Close coordination with utility companies will be critical to ensuring that the utility relocations do not delay construction.

### Project Schedule

- All irrigation work must be completed by April 1, 2023. Rough grading, subgrade stabilization, and preloading must be completed between November 2022 and April 2023. Drainage pipe and other features cannot be installed until settlement has reached 95%. Cross drains may not be able to be installed or may need to be corrected after settlement occurs. All remaining work must be completed by December 1, 2023.

#### Material Procurement

- Certain materials such as concrete pipe and precast concrete elements have been demonstrating long lead time which could have an impact on the construction schedule.

#### Construction Environment

- Construction of Loafer Mountain Parkway between SR-164 and SR-198 will be on existing farmlands and delineated wetlands. A permit to impact existing wetlands has been issued by the United States Army Corps of Engineers (USACE). All disturbance in these areas must meet the requirements of the issued permit. These areas have high ground water or surface water and may not support construction vehicles without stabilization. (See Appendix I for applicable permits)
- A safe worksite must be maintained at all times. Worksite safety is the responsibility of the CM/GC.
- Emergency vehicle access must be maintained by the CM/GC and subcontractors at all times.
- Construction in UDOT Right-of-Way must comply with UDOT specifications and may be subject to inspection by UDOT personnel. CM/GC Contractor is responsible to obtain permits required to work in UDOT right-of-way.

#### Right of Way Acquisition

- The County is in the process of acquiring the rights-of-way and easements required for the construction of Loafer Mountain Parkway. The CM/GC will need to work closely with the County to understand the status of all property acquisitions before entering any property along the roadway corridor.

#### Unidentified or Unknown Risks

- Other unidentified or unknown risks may exist. Unknown or unidentified risks and potential mitigation will be identified, coordinated, and resolved in a timely manner between the County, the County's Engineer, and the CM/GC.

It is required that the CM/GC will engage in detailed discussions with the County and the County's contracted Engineer over constructability issues, including phasing of the work, access to adjacent properties and acquired rights of way, budgeting/estimating,

etc. before the design is finalized, thereby assisting in reducing risks during construction.

### **III. CM/GC Work Phases**

The CM/GC Work for the Project consists of: Phase 1 Construction, Design Phase Services and Phase 2 Construction. Additional phases may be added to the project at the County's discretion. Information about the currently defined phases is provided below.

While the project limits described above represent the total project to be constructed, preliminary evaluations of the project costs show there are potential funding gaps. The County's priority is to construct from SR-198 to SR-164 including improvements along SR-198 and SR-164. The second priority will be to complete the remaining sections of the project as funding and schedule allow.

Since design plans are currently at 90% or higher, Phase 1 Construction will be bid as a traditional Design, Bid, Build project. The County is providing a Bid Schedule, Project Manual and Specifications for the Phase 1 Construction. The successful CM/GC will submit a traditional bid estimate for the Phase 1 Construction. The bid for Phase 1 Construction will not be included in the Final GMP.

Please note that since the Work may be completed in phases, the successful CM/GC will be required to submit a GMP for each phase. The sum or total of all GMP's for the different phases of Work shall all be included in the Final GMP. The Phase 2 Construction fee and any other GMP's for other identified phases of the Work shall become part of the CM/GC Agreement by modification. The Final GMP is normally determined at the completion of the contract documents (100%). However, a particular phase GMP may be negotiated at an earlier point as deemed appropriate by the County.

#### **CMGC Phase 1 Construction Services:**

Phase 1 Construction will consist of the CM/GC furnishing and installing the Work as defined below based on the 90% plans (see Appendix B). The CM/GC shall provide assistance to, and coordinate with the County and the County's contracted Engineer as well as complete the construction of the Phase 1 Construction. Phase 1 Construction will include but is not limited to:

- Placing preload materials and settlement monitoring devices in locations and at depths as indicated on the Geotechnical (GT) sheets in the 90% plans. (See Appendix F: Geotechnical Report)
- Subgrade Stabilization at locations and as indicated on the Geotechnical (GT) sheets in the 90% plans. (See Appendix F: Geotechnical Report)
- Installation of irrigation cross culverts and constructing irrigation ditches in locations as indicated on the Utility (UT) sheets in the 90% plans.
- Excavation and grading of the wetland mitigation site in locations and as indicated on the Wetland Mitigation (WM) sheets in the 90% plans.
- Installing right-of-way fencing and gates within the areas disturbed by the Work items above in locations and as indicated on the Roadway (RD) sheets in the 90% plans.
- Removal of items within the areas disturbed by the work items above and as indicated on the RMV sheets in the 90% plans.

1. Complete Phase 1 Construction –

The CM/GC shall complete construction of Phase 1 within the allotted duration for Phase 1 Construction. This shall include, but not be limited to: providing all home/office and or in the field personnel, equipment, materials, labor, tools, overhead, etc., necessary to successfully complete construction of Phase 1 Construction in a timely and efficient manner within the approved construction schedule. This Work shall commence on the date of Notice to Proceed and continue through construction, closeout, and up to the date of final acceptance of Phase 1 Construction by the County. This period is anticipated to be approximately 5 months. Construction Engineering Management will be provided by the County's contracted consultant. Construction of this phase will include only the costs associated with General Conditions as required to complete Phase 1 Construction.

General Conditions is all items typically related to General Conditions (i.e. bonds, insurance, temporary facilities (temporary toilets, heating, water, fencing, power, onsite offices or jobsite trailers or storage, dumpsters and general cleaning/cleanup, supervisor trucks (including insurance),) etc.) are to be included in the construction costs associated with construction of Phase 1.

2. Project Meetings –

Throughout Phase 1 Construction of the Project, the County expects/anticipates that construction coordination meetings will be held on a regular basis, either weekly, biweekly, or even monthly, depending on timing for different work elements or as needed. These meetings listed above will be in addition to all regular phone calls, emails or other necessary communication and coordination needed during Phase 1 Construction of the Project.

### **CM/GC Design Phase Services**

The Preconstruction, or Design Phase Services generally includes, but are not limited to providing assistance to and coordinating with the County and the County's contracted Engineer to advance designs from the current 90% to develop a final set of plans and specifications for the Phase 2 Construction, as well as other unspecified tasks as they arise that are needed for a full and complete design of the complete project. Efforts will include attending design coordination meetings, providing input, comments and feedback on design, identifying and proposing mitigation for potential conflicts and risks, assisting the County and Engineer with risk management, providing the County with detailed Project estimates and proposed cost control measures, constructability, staging, methods, procurement strategies, construction schedule development, design drawing and constructability reviews and other items and areas related to the constructability of the Project. The CM/GC shall assist the County and the County's contracted Engineer in maintaining the Project costs within the proposed Project budget and scheduling for the duration of construction to keep within the project schedule.

More specific items of scope under this phase shall include but are not limited to:

1. Design and Engineering:

- a. Assist/advise the County and the County's contracted Engineer with finalizing the Project design. The Engineer will present the 90% Project designs to the CM/GC, for input and feedback upon Notice to Proceed.
- b. Assist/advise the County's contracted Engineer through value engineering, evaluation of means and methods, and the CM/GC's prior experience to identify opportunities to reduce overall project costs and maximize the constructable scope of the project.
- c. Assist/advise the County's contracted Engineer with finalization of a complete final project plan set.

2. Project Coordination:

- a. Coordination with the County's Project Manager, Project Team Members, and the County's contracted Engineer, in finalizing the design of the Project, according to the Project Approach and Project Schedule submitted with the RFP.
- b. Throughout the Design Phase of the Project, the County expects/anticipates that design coordination meetings will be held on a regular basis either weekly, biweekly, or monthly, depending on timing or as needed to complete the design. For estimating purposes, proposing contractor firms should assume five(5) 1-hour coordination/review meetings and an additional 40 hours of coordination time outside of coordination/review meetings throughout the Design Phase of the Project. All meetings will be in addition to all regular phone calls, emails, or other necessary communication and coordination needed during the Design Phase of the Project.
- c. Coordination with the County's contracted Engineer beginning at the 90% design level and continuing through the Phase 2 Construction of the project. Coordination will include CM/GC review of construction materials, means and methods, cost estimating, cost saving measures, project phasing, etc.
- d. Coordination for 3<sup>rd</sup>-party utility relocations.
- e. Coordination with the County and the County's contracted Engineer throughout the bidding phase of the Project. This coordination will include regular updates to the County regarding project progress, cost estimates, procurement, etc.

3. Project Documents and Specifications:

- a. Assist/advise the County's contracted Engineer with the preparation of the final Construction Documents. The Construction Documents will include complete project drawings and specifications and contract documents that establish, in detail, the quality, quantity and levels of materials, and systems required for construction of the Project. The Construction Documents are in sufficient detail at 90% for the CM/GC to provide preliminary item prices (see Appendix E) for Phase 2 Construction Guaranteed Maximum Price Schedule. Construction Documents at 100% will be used by the CM/GC to present to and negotiate with the County for a Final Guaranteed Maximum Price to construct Phase 2 Construction. The Engineer and the County will review the proposed GMP provided by the CM/GC and provide comments and recommendations accordingly.



## **CM/GC Phase 2 Construction Services**

Phase 2 Construction of the Work generally consists of the CM/GC furnishing and installing all Work as required by the Final Contract Documents for Phase 2 Construction. The CM/GC shall provide assistance to and coordinate with the County and the County's contracted Engineer as well as complete the construction of the Phase 2 Construction. Preliminary evaluations of the project costs show there are potential funding gaps. While additional funding is being sought, the County's priority is to construct from SR-198 to SR-164 including improvements along SR-198 and SR-164 which includes but is not limited to:

### **PRIORITY 1 (SR-198 to SR-164)**

- Construct a new 3-lane road (Loafer Mountain Parkway) from SR-164 to approximately 1200 feet south of SR-198 (STA 177+00 on 90% plans), approximately 3.0 miles.
- Extend 400 North to intersect with Loafer Mountain Parkway (approximately .30 miles).
- Improve, with minor widening, SR-164 from the new intersection with Loafer Mountain Parkway to the I-15 interchange (approximately .58 miles).
- Install a signal at the intersection of SR-164 and Loafer Mountain Parkway.
- Improve the intersection at SR-198 including the installation of a signal.
- Reconstruct and widen Elk Ridge Drive from SR-198 to approximately 1200 feet south of SR-198 (STA 177+00 on 90% plans).
- Install drainage features including trunk lines, roadside ditches, retention/detention ponds as shown on the plans.
- Install one 4-sided box culvert (16' x 6' x 120') carrying Loafer Mountain Parkway across Beer Creek, and one 3-sided box culvert (12' x 5' x 104') carrying Loafer Mountain Parkway within the wetland mitigation site.
- Construction of a wetland mitigation site (approximately 20 acres).
- Install all fences, gates, driveways, utility connections, and other features as shown on the plans.

### **PRIORITY 2 (SR-198 to 11200 South)**

- Reconstruct and widen approximately 6900 feet (1.30 miles) of Elk Ridge Drive (to be renamed Loafer Mountain Parkway) to a 3-lane road beginning approximately 1200 feet south of SR-198 (STA 177+00 on 90% plans) to the end of the project limits.
- Reconstruct and realign Salem Canal Road as shown on the plans.
- Install a pedestrian box culvert (12' x 10' x 165') at the intersection of Salem Canal Road including approximately 4,250 sq ft of retaining walls.
- Install drainage features including trunk lines, roadside ditches, retention/detention ponds as shown on the plans.
- Install all fences, gates, driveways, utility connections, and other features as shown on the plans

It is expected that the CM/GC shall construct all the PRIORITY 1 items and assist the County to maximize the PRIORITY 2 work items, within the available project budget, to be completed during the Phase 2 Construction of the Project.

1. Complete Phase 2 Construction\_–

The CM/GC shall complete construction of the Project within the allotted duration of the Phase 2 Construction of the Project. This shall include, but not be limited to: providing all home/office and or in the field personnel, equipment, materials, labor, tools, overhead, etc., necessary to successfully complete Phase 2 Construction of the Project in a timely and efficient manner within the approved construction schedule. This Work shall commence on the date of Notice to Proceed and continue through construction, closeout, and up to the date of final acceptance of the Project by the County. This period is anticipated to be approximately 10 months. Construction Engineering Management will be provided by the County's contracted consultant. Construction of the Project will include all costs associated with General Conditions.

General Conditions is all items typically related to General Conditions (i.e. bonds, insurance, temporary facilities (temporary toilets, heating, water, fencing, power, onsite offices or jobsite trailers or storage, dumpsters and general cleaning/cleanup, supervisor trucks (including insurance),) etc.) are to be included in the construction costs associated with construction.

2. Project Meetings –

Throughout Phase 2 Construction of the Project, the County expects/anticipates that construction coordination meetings will be held on a regular basis, either weekly, biweekly, or even monthly, depending on timing for different work elements or as needed. These meetings listed above will be in addition to all regular phone calls, emails or other necessary communication and coordination needed during Phase 2 Construction of the Project.

**CM/GC Work (Phase 1 & Phase 2 Construction)**

1. Self-Performed Work –

The CM/GC must specifically state in their management plan proposal what self-performed work they intend to execute (i.e. grading and paving, excavation, structures, amenities, signage, utilities, landscaping, civil site work, etc.). The CM/GC will be required to self-perform no less than 51% of the Work by value, after the value of 'specialty' items are deducted. No specialty work has been identified to date. During the Design Phase and development of a Preliminary GMP and Final GMP, the CM/GC will be asked to identify work that could be classified as specialty work for the County's consideration.

2. Subcontracted Work –

The CM/GC must bid out its subcontracted work and determine the best value bid for the subcontracted work.

The CM/GC can propose to subcontract work that was not proposed in their management plan, provided that this work has been through a competitive bid or value-based selection process. The cost of any work that is subcontracted will be part of the established GMP.

## IV. Budget and Finances

1. Project Budget –  
The Project budget is the Project's overall budget, including each phase of construction, design, procurement, etc. as listed in this RFP. The County, the design team and the CM/GC agree to work together to keep the cost of the Project within the Project budget.
2. Guaranteed Maximum Price (GMP) –  
The CM/GC shall provide the County with a Guaranteed Maximum Price (GMP) for each phase of construction which together will total the final price that the CM/GC agrees to accept in full performance of a Construction Manager/General Contractor Agreement (CM/GC Agreement) and is based on the final (100%) contract drawings and specifications. The GMP shall include all fees and percentages required by this RFP, as well as the costs for general conditions and all Work as required in the Contract Documents.

Appendix E of this RFP contains a schedule of items based on the current 90% plans for Phase 2 Construction for Priority 1 work. The CM/GC shall provide a unit cost for each item on the Unit Price Schedule. Prices in the Unit Price Schedule will be used to calculate the GMP for Phase 2 Construction and any other phases of the project that may be identified. Upon completion of the final plans the CM/GC and the County will be given an opportunity to renegotiate any unit prices for items with a change in quantity +/- 25%.

- a. Please note that since the Work may be completed in multiple phases beyond those defined above, the successful CM/GC will be required to submit a GMP for each phase of Work. The sum or total of all the GMP's for the different phases of Work shall be the Final GMP. The Phase 2 Construction GMP and any other GMP's for identified phases of the Work shall become part of the CM/GC Agreement by modification. The Final GMP is normally determined at the completion of the contract documents (100%). However, a particular phase GMP may be negotiated at an earlier point as deemed appropriate by the County.
  - b. For Phase 2 Construction and any other identified phases, the County may engage the services of a competent and independent 3<sup>rd</sup>-party firm to develop an Independent Cost Estimate (ICE) of the Work based on the final plans. Likewise, the County's Engineer will develop an Engineer's Estimate utilizing accepted best practices. The CM/GC and the County will, in good faith, work together to establish a GMP that is acceptable to both parties. Should the parties fail to agree upon a GMP, both parties agree to terminate the CM/GC Agreement. The County will pay any outstanding sums for Design Phase Services, Phase 1 Construction, and any other contracted phases upon final acceptance of the Work.
3. Owner Controlled Contingency\_–  
At the sole discretion of the County, an overall Project budgeting reserve (a.k.a. Owner Controlled Contingency) may be held and maintained exclusive from the CM/GC Project costs and GMP. This Owner Controlled Contingency, if held, will be in an amount determined by the County, and included in the overall Project budget, to properly account for potential increased costs due to changes in the Work, made at the

discretion of the County, that were not anticipated by the County and are beyond the control of the County and or the CM/GC at the start of each construction phase and for possible cost escalation(s), if any.

The Owner Controlled Contingency is a fund allocation intended to cover the following:

- a. Owner directed Project design or scope changes
- b. Design errors or omissions
- c. Possible cost escalations, if any

## V. Contracts

### 1. CM/GC Contractual Responsibility\_–

The CM/GC shall provide construction expertise and contract management and is to be contractually responsible for price, schedule, and quality during construction.

### 2. CM/GC Contract\_–

It is anticipated that the County and the selected CM/GC will enter into a construction contract for the Phase 1 Construction and Design Phase Services of the Work on the Project. Phase 2 Construction and any other identified phases of the Work shall become part of the CM/GC Agreement by modification. It is understood by all proposers that any award of the Project and approval to enter into a construction Contract with a selected CM/GC may **only** be approved by the County.

### 3. Insurance and Bonds\_–

As a contract is awarded and then proceeds, the CM/GC must furnish the County with all appropriate Bonds and Insurance as required by the Contract Documents, including but not limited to appropriate insurance, Performance Bond(s), Payment Bond(s), etc. Insurance must be at least equal to statutory limits and Bonds must be for the full value of Design Phase Services and all construction phase costs for the scope of work awarded.

## VI. General Information

### County Contact and Project Manager

Glen Tanner  
Associate Public Works Director  
Utah County Public Works  
2855 South State Street - Provo, UT 84606  
Office: 801.851.8602 Cell: 801.420.7619  
glent@utahcounty.gov

Except as authorized by the Project Manager or as otherwise stated in the RFP or the pre-submittal meeting, communication during the selection process shall be directed to the specified Project Manager. In order to maintain the fair and equitable treatment of everyone, contractors shall not unduly contact or offer gifts or gratuities to the County, any County officer, employee or agent of the County or Evaluation Committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing or

attempting to influence the selection process. This prohibition applies from the RFP advertisement date September 16, 2022), as the Project is developed, and extends through the award of any contract. Failure to comply with this requirement may result in a disqualification in the selection process. Contractors should be aware that Evaluation Committee members will be required to certify that they have not been contacted unduly or influenced in any way by the contractors in an attempt to sway the selection process.

All requests for information and or questions concerning this Project must be in writing and shall be submitted on Utah Public Procurement Place (U3P). All questions and all answers to questions will be posted on U3P.

#### Advertisement Dates

This Request for Proposal is advertised on **September 16, 2022** and runs through **October 11, 2022 at 2:00 pm**.

#### Mandatory Pre-Proposal Meeting

A Mandatory Pre-Proposal Meeting will be held on **Thursday, September 22, 2022 at 10:00 AM** in the Utah County Public Works Building located at 2855 S State St. Provo. All CM/GC firms intending to submit a Proposal on this project must be in attendance. A site visit may be conducted at the conclusion of the Mandatory Pre-Proposal Meeting for those that would like to visit the site.

Any questions regarding this RFP must be submitted in writing through U3P at least five [5] business days before the closing date. Responses to questions will be provided in writing and posted on U3P available to all potential proposers prior to the closing date.

#### Proposal Due Date:

**2:00 pm on Tuesday, October 11, 2022.**

#### Proposal Requirements

Submit Proposals to the Utah County Purchasing Manager, Robert Baxter, in accordance with required proposal materials listed below. All proposal materials must be received by the County Contact **no later than 2:00 pm on Tuesday, October 11, 2022**. Proposals can be emailed to the County Contact prior to the proposal due date & time. Emailed proposals have a **maximum size limit of 5mb** (File must be labeled with the CM/GC Name and the Project Name)(e.g. Loafer Mountain Parkway)). Emailed Proposals **will be confirmed** as received by the Utah County Purchasing Manager. If hard copies are submitted, they must be submitted in a sealed envelope addressed to:

Robert Baxter  
Utah County Purchasing Manager  
Utah County Government  
100 East Center Street, Suite 3600 - Provo, UT 84606  
Office: 801.851.8233  
robertb@utahcounty.gov

NOTE: The Contractor is responsible for reading the contents of this RFP, including all addenda, and submitting any questions prior to the submission deadline, to ensure full understanding of the RFP requirements. The contractor is also responsible to visit the work sites before submitting a proposal.

Selection Process Milestones

Date	Action
September 16, 2022	Request for Proposals Published
September 22, 2022	Mandatory Pre-Proposal Meeting and Site Visit
October 4, 2022	Final Date to Submit Questions
October 11, 2022	Proposal Due Date
October 12-18, 2022	Proposal Review by Evaluation Committee
October 19, 2022	Evaluation Committee's Recommendation presented to Board of County Commissioners for approval

CM/GC Qualifications

The selected CM/GC firm shall be responsible to ensure that all personnel working under this Project be qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of industry best practices and pertinent laws in the State of Utah. The selected CM/GC firm agrees to make the personnel available to complete the Work on the contract at whatever level the Project requires. The selected CM/GC firm must perform work valued at not less than **51% (as determined by value)** of the total Project Cost, excluding specialized services, with its own staff.

Progress Payments

Progress payments may be requested for this Work on a monthly basis. Progress payments will not be paid prior to the Work being completed and the final documents, project records, and documentation have been received and accepted by the County as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner or within the allotted timeframe of the Contract.

Applicable Federal and State Regulations

The selected CM/GC firm shall conform to all applicable local, state, and federal regulations including, but not limited to, having a current professional contractor's license to perform this Work in the State of Utah.

Authorization to Begin Work

A Notice to Proceed will be issued by the County only after the Project is awarded and a Contract is signed by all parties and returned to the County.

Required Proposal Contents

Proposals must contain all information identified under **Guidelines for Preparing Proposal**.

Proposal Evaluation Procedures

The Proposals will be evaluated by the County in accordance with the criteria described under **Proposal Selection Process**.

Conditions of Proposal

All costs related to the preparation of Proposals and all related activities are the sole responsibility of the proposing CM/GC firm. the County assumes no liability for any costs incurred by CM/GC firms throughout the entire Proposal process.

Disposition of Proposals

Proposals become the property of the County, are treated as privileged documents, and are disposed of according to the County policies, including the right to reject any or all proposals.

## GUIDELINES FOR PREPARING PROPOSAL

These guidelines were developed to standardize the preparation of Proposals by CM/GC firms for the Project. It is anticipated that these guidelines will reduce the time requirements for proposing firms and simplify the review process for the County personnel. Submitting a Proposal is the beginning of the selection process and will be used as the basis for selecting or for short-listing firms.

### REQUIRED MATERIALS FOR PROPOSAL

**The Proposal should contain the following items in the order listed.** Item details are provided in the **Proposal Evaluation Criteria** below.

1. Cover Page (optional)
2. Introductory Letter
3. Relevant Project Experience
4. Methodology of CM/GC
5. Proposed Project Cost Form
  - a. Phase 1 Construction Bid Schedule
  - b. Phase 2 Construction Guaranteed Maximum Price Schedule

### PROPOSAL EVALUATION CRITERIA

1. **Cover Page (optional)** – An optional cover page may be included with the proposal. The cover page may include the CM/GC Firm's logo and contact information and the Project name. The cover page **may not include** any content (informational graphics, text, etc.) that should be included within the body of the Proposal. If content (informational graphics, text, etc.) is included on the cover page, the cover page will be counted as one of the allowed pages.

No evaluation points are assigned to the Cover Page.
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2. **Introductory Letter** – The introductory letter should be addressed to:

Glen Tanner  
Associate Public Works Director  
Utah County Public Works  
2855 South State Street - Provo, UT 84606  
Office: 801.851.8602 Cell: 801.420.7619  
[gkent@utahcounty.gov](mailto:gkent@utahcounty.gov)

In **one page**, (8.5" x 11" format) express your interest in the Project, state qualifications to do the work, and recount any summary information on the firm's proposed Project Team and experience that may be useful or informative to the County. Include the mailing address, e-mail address, and phone number(s) of the primary contact person for this selection process.

No evaluation points are assigned to the Cover Page.
--



3. **Relevant Experience** – Relevant experience information should include two parts; Recent Projects and Statement of Qualifications.

a. Recent Projects

Provide a list of **four recently completed projects (within the last 5 years)** which demonstrate your firm's work as it relates to design and construction of projects similar to that of the Loafer Mountain Parkway project. This list may be presented in table form and formatted for 11" x 17" paper if desired and will count as one page.

The headings of the project's spreadsheet should include the following:

- Project Name
- Project Description (max 250 words)
- Name of CM/GC Firm's Project Manager, Construction Supervisor and individuals in key roles for the particular project
- Date Construction was completed
- Project Costs
  - Project Design Cost (if known)
  - Completed Project Construction Cost
- Services Performed include % of sub-contracted services
- Was the project completed on time and within budget?
- Project Start and Finish Dates
- Project Bid Amount
- Final Project Amount as constructed
- Project Delivery Method (e.g., Traditional Bid, CM/GC, Design-Build)
- Client Name
- Reference Contact Name and Telephone Number

b. Qualifications

Indicate experience and qualifications of the CM/GC firm, and the project teams key individuals as identified in the management plan (see methodology). Include information to indicate the dates, size, type of organization(s) worked for, and the responsibility of the individual relative to the Project. Include relevant experience and special qualifications of the team that are applicable to this Project and/or are part of the project specific selection criteria.

The CM/GC firm must also submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency in the State of Utah. CM/GC firms must also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements, the firm shall submit a written explanation of the circumstances for review by the County.

A maximum of 30 points will be awarded for this section. Listed projects will be evaluated for their relevance and similarity to the Project. Other qualifications and experience will be evaluated on the proven ability of the firm to successfully complete complex CM/GC projects

**4. Methodology of the CM/GC** – Provide 8.5” x 11” format which provides the following information:

- Organization  
Provide a comprehensive organizational chart to clarify the Contractor’s supervision and support structure during all phases of the Work including Design and Construction Phases. Identify key personnel and decision-making authority.
- Design Services  
Provide your teams approach and indicate all services that will be provided during the Design Phase of this Project and the individuals who will be performing these services. the County values a CM/GC that can partner to develop innovative ideas that promote cost saving strategies, maximize the scope of the project, reduce the construction impacts, and reduce the time on job.
- Construction Services  
Provide your teams approach and indicate all services that will be provided during the Construction Phase and the key individuals who will be overseeing these services. Also, provide a list of all subconsultants and the services to be provided.
- Proposed project schedule  
Include a preliminary project schedule indicating how the CM/GC will accomplish the desired completion time frame. Indicate critical dates and other information in sufficient detail for the evaluation committee to determine if the time frames are reasonable. Discuss any control measures the CM/GC will implement to manage the completion of the construction.
- Self-Performance Items  
Identify which portions of the Work the CM/GC plans on self-performing and which portions the CM/GC plans to subcontract out.
- Logistics  
Provide your teams approach to how the construction is proposed to be managed including items such as security and safety controls, staging areas, delivery routes, crane locations, temporary fencing (if any) and other items required at the site, etc.
- Project Risks  
Address project specific criteria, risks that have been identified by the RFP, and additional risks that the firm has identified. State how those risks are proposed to be mitigated.
- QA/QC  
Provide a description of your firm’s internal quality and cost control procedures.
- Other  
Identify any lessons learned from similar projects.  
Please provide any other additional management plan details, information, or recommendations that the CM/GC feels should be included or evaluated by the County as part of the CM/GC Proposal review process.

A maximum of 30 points will be awarded for this section. Listed projects will be evaluated for their relevance and similarity to the Project. Other qualifications and experience will be evaluated on the proven ability of the firm to successfully complete complex CM/GC projects

5. **Proposed Project Cost Form** – A Cost Proposal shall be provided on the Proposed Project Cost Form attached to this RFP. The Proposed Project Cost Form will not be counted toward the page limit. All CM/GC firms shall furnish the following proposed fees:

- A. Phase 1 Construction Fee. This fee should be considered like a bid for a traditional Design, Bid, Build project. The County has provided 90% plans (Appendix B), Bid Schedule (Appendix C), and project manual including specifications (Appendix D) for consideration by the CM/GC in establishing the Phase 1 Construction Fee. The CM/GC must provide a unit cost for each item on the Bid Schedule (Appendix C). The total bid cost must also be included on the Proposed Project Cost Form.
- B. Design Phase Services Fee. This lump sum fee consists of all costs for the CM/GC to provide the required services of the Design Phase. No other reimbursable costs will be allowed or considered in addition to this fee for Design Phase Services.
- C. CM/GC Phase 2 Construction Guaranteed Maximum Price Schedule. Appendix E contains a schedule of items based on the current 90% plans for Phase 2 Construction. The CM/GC must provide a unit cost for each item on the Schedule. Prices in the Schedule will be used to calculate the GMP for each phase of the project.

A maximum of 40 points will be awarded for this section. Listed projects will be evaluated for their relevance and similarity to the Project. Other qualifications and experience will be evaluated on the proven ability of the firm to successfully complete complex CM/GC projects

## PROPOSAL FORMAT REQUIREMENTS

It is very important that proposals be clear, concise, and in the recommended format and length so they may be evaluated in an objective manner by the Evaluation Committee.

1. **Electronic PDF File of Proposal and the Project Cost Form, must be emailed to robertb@utahcounty.gov** (File must be labeled with the CM/GC Name and the Project Name)(e.g. Loafer Mountain Parkway)). If hard copies are submitted, they must be submitted in a sealed envelope.
2. **Color is allowed**
3. **Pdf pages are to be formatted for 8½” x 11”** except as allowed for recent project listings described above.
4. **One-inch (1”) Margins** – (Exceptions: CM/GC Name/Logo and Page Headers/Footers may be within margin)
5. **Minimum 10 Pt Font and 12 Pt Line Spacing** – (The minimum font size is 10-point font or greater everywhere in the Proposal including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12-point.)
6. **Page Maximum** – (The Proposal should not exceed **Ten** pages.) A page is defined as a single-sided 8.5" x 11" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. **Any Proposal that exceeds the page maximum will receive a three-point penalty per page over the limit.**

## PROPOSAL SELECTION PROCESS

### Evaluation Committee:

The County staff, Salem City/Elk Ridge City staff, County officials, the County's contracted engineers as well as other selected individuals may comprise the Evaluation Committee. Any award of a Contract must ultimately be approved by the Board of County Commissioners. After taking into consideration the evaluation committee's recommendations, tabulations, and rankings, the Board of County Commissioners shall award the contract to one of the top three ranked offerors or may elect to reject all proposals.

### Proposal Evaluations

The Evaluation Committee members will receive copies of each Proposal and will review and score the Proposals individually, based on the **Proposal Evaluation Criteria** above, and submit their scores and comments to the Project Manager. The Project Manager will tally and compile the scores and comments and submit the information to the Purchasing Manager who will then present the recommendations, tabulations, and rankings to the Board of County Commissioners for election or rejection of any of the top three proposals.

## QUESTIONS ABOUT THE REQUEST

Any questions regarding this RFP must be submitted in writing through U3P to the County at least five [5] business days before the closing date. Responses to questions will be provided in writing through U3P and available to all potential proposers prior to the closing date.

PROPOSED PROJECT COST FORM  
Loafer Mountain Parkway Project

NAME OF PROPOSER \_\_\_\_\_ DATE \_\_\_\_\_

The undersigned, responding to the "Loafer Mountain Parkway Project CM/GC Request for Proposals" and in accordance with this "Request for Proposals" for the Project, propose the following Fees at the prices/amounts stated below. This price is to cover all expenses incurred in performance of the services as outlined herein and in our proposal of which this Project Cost Form is a part:

I/We acknowledge receipt of the following Addenda: \_\_\_\_\_

**Phase 1 Construction Fee** - For all Work during the Phase 1 Construction of the project, I/we agree to perform for the fee of (see Appendix C for the Bid Schedule for Phase 1 Construction):

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)  
*(In case of discrepancy, written amount shall govern)*

**Design Phase Services Fee** - For all Work during the pre-construction (Design Phase) period, I/we agree to perform for the lump sum of:

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)  
*(In case of discrepancy, written amount shall govern)*

**Phase 2 Construction Guaranteed Maximum Price Schedule** - For all Work during the Phase 2 Construction of the project, I/we agree to develop a GMP for each phase based on the established Construction Guaranteed Maximum Price Schedule (see Appendix E for a preliminary schedule of Phase 2 Construction items) the total of which is:

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)  
*(In case of discrepancy, written amount shall govern)*

**Contractor Change Order Markup** - For all Work added to the contract by change order above and beyond the Project Budget, I/we agree to add not more than **5%** for all self-performed or subcontracted work to the costs for the additional Work. I/We guarantee that all Work will be Complete, including punch-list items, within the negotiated time frame after receipt of the Notice to Proceed, should I/we be the successful proposer, and agree to pay liquidated damages in the amount of **\$1,860** per day for each day after expiration of the Contract Time as stated in the CM/GC Agreement. With the cooperation of the County and County contracted Engineer, the undersigned will continue to work with due diligence to provide a Guaranteed Maximum Price (GMP) within the overall Project Budget.

The undersigned Contractor's License Number for Utah is \_\_\_\_\_

This bid shall be good for 45 days after bid submission.

Upon receipt of notice of award for this Project, the undersigned agrees to execute the contract within fifteen (15) days, unless a shorter time is specified in the Contract Documents.

Type of Organization: \_\_\_\_\_(Corporation, Partnership, Individual, etc.)

Respectfully Submitted: \_\_\_\_\_(Name of Proposer)

Organization Address: \_\_\_\_\_

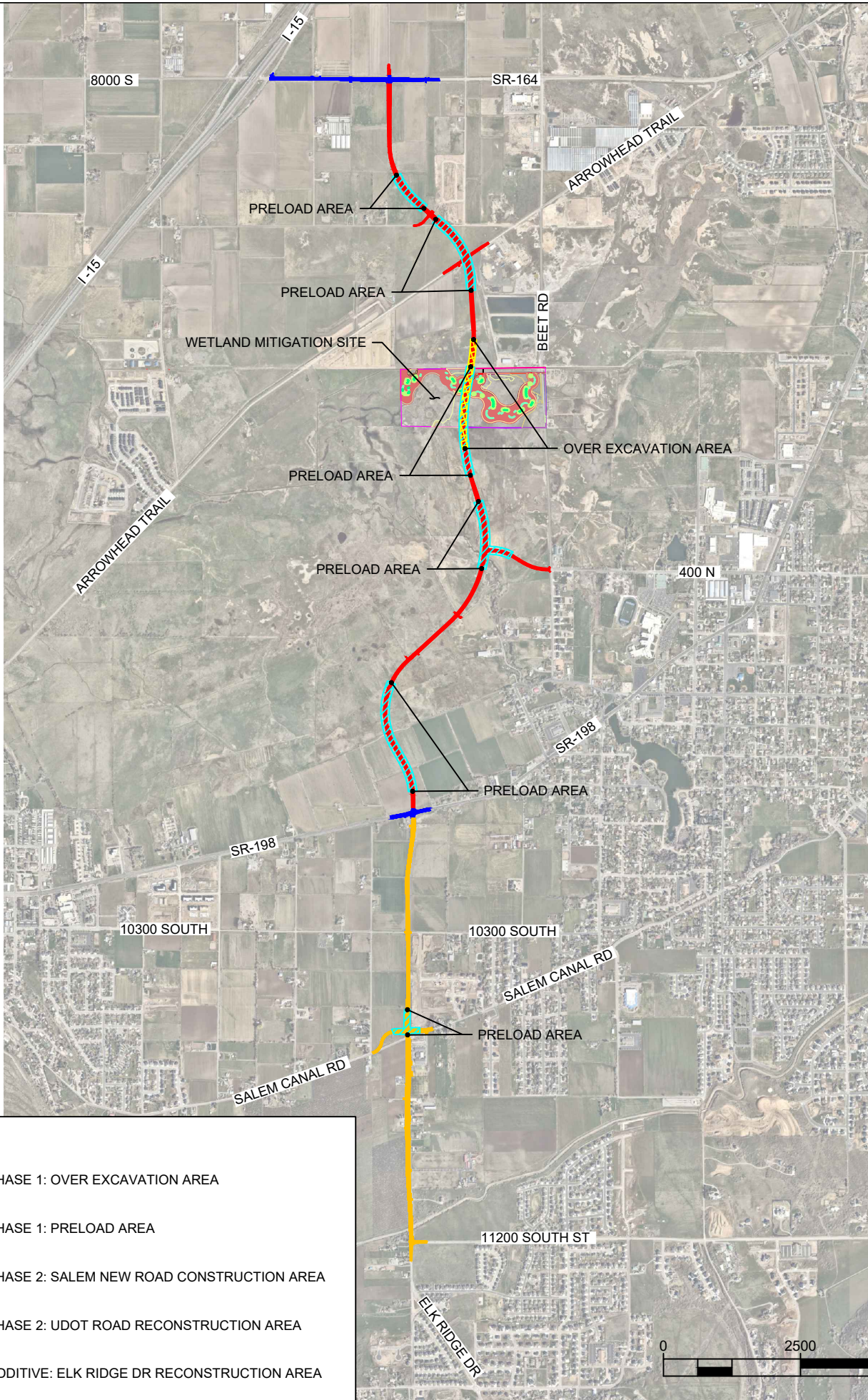
Authorized Signature: \_\_\_\_\_

Each person and or entity submitting a proposal specifically acknowledges, both individually and on behalf of the submitting entity, that they have inspected the project site and understand that this Project may include exposure to natural elements, inclement weather, icy, slippery and/or wet conditions, uneven surfaces and other possible hazardous conditions associated with building construction. Furthermore, all information provided with a submitted proposal is a true and accurate representation of ability to perform the Work outlined.

\_\_\_\_\_  
CM/GC Firm Representative

\_\_\_\_\_  
Date

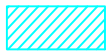
## **Appendix A: Project Map & Phasing Diagram**



**LEGEND:**



PHASE 1: OVER EXCAVATION AREA



PHASE 1: PRELOAD AREA



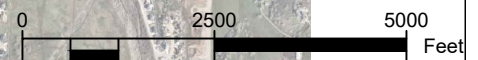
PHASE 2: SALEM NEW ROAD CONSTRUCTION AREA



PHASE 2: UDOT ROAD RECONSTRUCTION AREA



ADDITIVE: ELK RIDGE DR RECONSTRUCTION AREA





## **Appendix B: 90% Plan Set**

## **Appendix C: Phase 1 Construction Bid Schedule**

## **Appendix D: Phase 1 Construction Project Manual**

## **Appendix E: Phase 2 Construction Guaranteed Maximum Price Schedule**

## Appendix F: Geotechnical Report

## **Appendix G: Utah County Sample Agreement**

## **Appendix H: Utah County Standard Terms & Conditions**

## **Appendix I: Permits**